



King County
INFORMATION SYSTEMS ANALYST IV (MANAGER)
(PROJECT MANAGEMENT OFFICER)
DEPARTMENT OF EXECUTIVE SERVICES
DIRECTOR'S OFFICE

Annual Salary Range: \$72,149 – \$101,669

Job Announcement: 05RR4882

OPEN: 1/19/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to King County career service employees and the general public. Consideration will be given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **500 4th Ave, Room 450, Seattle, WA 98104.** (Postmarks are NOT ACCEPTED.) or email applications to ruben.rivera@metrokc.gov (all application materials must be included). **PLEASE NOTE:** Applications not received at the locations specified above may not be processed. Contact Anne Brusland at 206-296-3814 with inquires.

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/jobs/), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Initial screening of applications will occur after March 4, 2005. Additional screenings may occur until a selection is made. Applications may be obtained at the Human Resource Division, 500 4th Avenue, Room 450, Seattle between 8:30 a.m. and 4:30 p.m., or visit our web site at: <http://www.metrokc.gov/ohrm/jobs/>

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The typical workweek is 40 hours per week, Monday – Friday.

WORK LOCATION: Bank of America Tower, 701 Fifth Avenue, Seattle, WA.

POSITION SUMMARY: This position oversees and supports DES' efforts to manage and/or implement department and/or county-wide IT and internal service projects which are large in scope, high risk, highly visible, politically sensitive and have significant financial impact.

PRIMARY JOB FUNCTIONS INCLUDE:

- Plan, develop and implement processes to integrate and align information technology for department lines of business;
- Develop and oversee the implementation of the department's strategic information technology plan;
- Oversee the review and progress of information technology projects including scope of work, timeline and budget with other project managers and/or consultants involved in technology projects;
- Oversee development and implementation of project management plans including the components;
- Oversee/monitor budgets for technology and/or capital projects at a department level; Oversee develop and administration of project budgets and make budget presentations with stakeholder(s) for assigned projects;

- Assess the costs, risks and impact of information technology strategies and projects; Make recommendations on the investment in proposed strategies and projects;
- Develop criteria for determining which information technology projects will be monitored at a department level;
- Develop policies for assuring privacy, security and protection of data integrity in technology infrastructure, electronic commerce and vendor relationships;
- Develop, negotiate and administer consultant agreements and contract provisions including performance expectations;
- Develop, negotiate and administer internal staff service agreements and provisions with other department, division and sections of County government;
- Oversee and/or manage the development and implementation policies, procedures, training materials and system documentation for new systems;
- Develop regular reports on the project status and make recommendations on timeline and schedule adjustments including the financial impact of adjustments; and
- Other duties as assigned.

QUALIFICATIONS:

- Advanced knowledge and demonstrated experience in project management principles and techniques including resource and budget allocation skills
- Advanced knowledge and demonstrated experience in information systems techniques and principles including analysis, design, development, implementation, maintenance, documentation and training procedures and practices
- Advanced knowledge and specific experience in applications development, systems engineering, network engineering, data base administration, LAN/WAN, desk top support and/or technology project management
- Knowledge of human resource principles and practices
- Knowledge and demonstrated experience in budget development techniques and principles
- Knowledge of supervisory techniques and principles
- Advanced analytical, planning and organizational skills
- Advanced oral and written communication skills
- Demonstrated skill in working on a number of projects or assignments simultaneously
- Demonstrated experience in successfully managing to completion complex, high risk, high visibility, politically sensitive information technology projects

DESIRABLE QUALIFICATIONS:

- 10 years experience in project management principles and techniques including resource and budget allocation skills;
- 10 years experience in information systems techniques and principles including analysis, design, development, implementation, maintenance, documentation and training procedures and practices
- Post -bachelor's degree in business administration, public administration, management information systems or computer science or related field.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

UNION MEMBERSHIP: This position is not represented

CLASS CODE: 403700